

SECRET

HR-5-2,90

Training 3

CONFIDENTIAL

JUL 31 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : [REDACTED]

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1. As you are aware, subject employee has been assigned to a Career Development Slot for training which I am sponsoring as Head of the Administration Career Service. He will occupy this assignment for a period of approximately two years, and will then be assigned to an appropriate Administrative Officer position, either field or departmental.

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2. The first phase of [REDACTED] training is a four-month tour of duty with your Staff. This duty will provide [REDACTED] with experience which will equip him to perform better the diversified duties of an Administrative Officer. It is believed, furthermore, that your Staff will benefit from this arrangement, since [REDACTED] is a very capable employee with great potential for all phases of administrative work, and since you will be able to use him productively for at least three months.

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3. In view of the purpose of [REDACTED] training, it is my recommendation that the bulk of his productive service in your Staff be in connection with organization and management studies. It is further requested, however, that he receive a thorough orientation in all facets of the operations of your Staff.

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4. This development plan for [REDACTED] was initiated because he is an employee of considerable promise. I would appreciate it very much if you could take an active personal interest in his training and development, and if you would stimulate this same interest in those with whom [REDACTED] will associate in your Staff. I would also appreciate receiving a Fitness Report and your informal evaluation of [REDACTED] at the expiration of his duty with you.

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15/
L. K. WHITE
Deputy Director
(Administration)

SA-DD/A:DST:mrp (30 July 1954)

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